

# APPLICATION FORM

APPLICATION FOR: \_\_\_\_\_

## PLANNING & ZONING COMMISSION

Service Center  
16801 Westgrove Drive  
Addison, TX 75001

DATE: \_\_\_\_\_  
CASE FILE: \_\_\_\_\_

### APPLICATION

#### NOTICE TO APPLICANT

A COMPLETE APPLICATION for zoning action with the Town of Addison must consist of:

- The application form, properly filled out and signed by the applicant and the property owner and/or their assigned representatives.
- All required plans in detail as described in this application form, and
- A metes and bounds legal description of the property.
- The appropriate filing fee.

### APPLICANT INFORMATION

1. NAME: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

3. FIRM: \_\_\_\_\_

4. OWNER OF PROPERTY AND ADDRESS IF DIFFERENT FROM APPLICANT:

5. REPRESENTATIVE (if any) TO WHOM CORRESPONDENCE SHOULD BE DIRECTED:

NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### DESCRIPTION OF PROPERTY

6. GENERAL LOCATION OR ADDRESS: \_\_\_\_\_

7. LAND AREA (in sq. ft. or acres): \_\_\_\_\_

**ZONING**

8. EXISTING ZONING: \_\_\_\_\_
9. PROPOSED ZONING: \_\_\_\_\_
10. WHAT IS PLANNED FOR PROPERTY AFTER REZONING:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**PLANS  
REQUIRED  
FOR  
APPLICATION**

11. FOR ZONING CHANGES AND/OR PLANNED DEVELOPMENT DISTRICTS:  
Eighteen (18) copies of the proposed site plan, landscaping plan, floor plans and elevations.
12. FOR SPECIAL USE PERMITS (S.U.P.): Eighteen (18) copies of the proposed site plan, landscaping plan, floor plan, and elevations.
13. FOR VARIANCES: Eighteen (18) copies of the appropriate plan indicating the exact nature of the variance.
14. \*\*\*\* ALL REQUIRED PLANS MUST BE SUBMITTED AT TIME OF APPLICATION.  
8 1/2" x 11" REDUCTIONS OF EACH SHEET MUST ALSO BE SUBMITTED.

**FEES**

15. THE APPROPRIATE FEE MUST ACCOMPANY THE APPLICATION.

**ZONING:**

Less than one acre.....\$250.00  
One acre but less than five acres.....\$450.00  
Five acres or more.....\$750.00

SPECIAL USE PERMIT.....\$650.00  
VARIANCE.....\$ 50.00

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

**SIGNATURE  
OF PROPERTY  
OWNER AND  
APPLICANT**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
PROPERTY OWNER

PAID  
DATE \_\_\_\_\_ CK# \_\_\_\_\_

RECEIPT # \_\_\_\_\_